

26TH JUDICIAL DISTRICT COURT OPERATIONS QUICK REFERENCE CHART

effective March 15, 2021

The Key Court Officials for the 26th Judicial District continue to work with local and state health officials to provide for the safe expansion of court operations. We remain committed to carrying out our constitutional functions and ensuring access to justice. COVID-19 has had an impact on court operations throughout the state; however, we are optimistic that with expanded availability of COVID-19 vaccines in the Mecklenburg County region, our ability to open more courtrooms and expand operations will continue.

After careful consideration, we will expand our in-person court operations effective March 15, 2021, and there will be an expansion of remote proceedings in accordance with the plan set forth in the March 12, 2021 administrative order (21R 451).

Your knowledge of and adherence to the content of the Administrative order is expected; however, as a guide, we are providing this chart as a quick reference.

CLERK OF SUPERIOR COURT- CIVIL	<ul style="list-style-type: none">• The Civil Division of the Clerk's Office is open to the public from 9:00AM to 3:00PM. The Civil Division phone line, 704-686-0520, is open until 5:00PM.• Access to public records is available from 9:00AM to 3:00PM, Monday through Friday, by appointment only.• To access Civil files by appointment or submit a copy request, email Mecklenburg.Civil@nccourts.org.• Attorneys and litigants are encouraged to submit filings by mail to the greatest extent possible. Filings are to be mailed to: Clerk of Superior Court Mecklenburg County Courthouse P.O. Box 37971 Charlotte, NC 28237-7971• Secure receptacles are available in designated areas to accept payments and civil filings. All persons on courthouse premises seeking to file legal documents are encouraged to submit their filings using the secure receptacles.• Only payments made by certified funds, money orders or law firm checks issued on North Carolina trust accounts may be deposited in the receptacles. No cash payments will be accepted.• The secure receptacle is located at the reception-desk inside the McDowell and Fourth Street entrance on the first floor of the courthouse. Filing is available at this receptacle from 8:00AM to 5:00PM. Items (with the exception of Estate and Special Proceedings filings) placed in the receptacle by 4:00PM will be file-stamped and processed the same day. Copies will be mailed back the next business day. To ensure next business day mailing, please include a self-addressed, pre-paid envelope. Same day pick up of items deposited in the receptacle is not available.
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CLERK OF SUPERIOR COURT- CRIMINAL	<ul style="list-style-type: none"> • The Criminal Division of the Clerk’s Office is open to the public from 9:00AM to 3:00PM. The Criminal Division phone line, 704-686-0600, is open until 5:00PM. • Access to public records is available from 9:00AM to 3:00PM, Monday through Friday, by appointment only. • To access Criminal files by appointment, email Mecklenburg.Criminal@nccourts.org
CLERK OF SUPERIOR COURT- ESTATES	<ul style="list-style-type: none"> • In order to limit face-to-face interactions between the public and staff, customer assistance is provided using technology to the greatest extent possible. Virtual and telephone conferencing, email transmissions, and WebEx tutorials are methods being employed to deliver customer service. • Clerk staff monitor and respond to telephone calls and emails daily. The Estates phone line is 704-686-0460. Estates questions may be emailed to: Mecklenburg.Estates@nccourts.org. • Access to public records is available from 9:00AM to 3:00PM, Monday through Friday, by appointment only. • To access Estate files by appointment, email Mecklenburg.Estates@nccourts.org. • Persons filing Estate documents are encouraged to mail or deposit documents in the first floor secure receptacle or deposit documents in the drop box located in the Clerk of Court – Estates and Special Proceedings Suite 3720 on the third floor of the Mecklenburg County Courthouse. The drop box is available from 9:00AM to 3:00PM, Monday through Friday. Estate documents will be processed as expeditiously as possible but will not be file stamped the same day as they are dropped off.
CLERK OF SUPERIOR COURT- INCOMPETENCY, GUARDIANSHIP & FORECLOSURE MATTERS	<ul style="list-style-type: none"> • Non-emergency filings are accepted by mail or may be deposited in the secure filing receptacles. • All in-person hearings before the Clerk of Superior Court will be continued for the next available date on or after March 15, 2021.
CLERK OF SUPERIOR COURT- SPECIAL PROCEEDINGS	<ul style="list-style-type: none"> • Persons filing documents are encouraged to submit documents in the secure receptacle (i.e., motor vehicle liens, name changes, guardian ad litem appointments). • Upset bids must be made in-person at the customer service window located in the Clerk of Court – Estates and Special Proceedings Suite 3720 on the third floor of the Mecklenburg County Courthouse. The customer service window is open from 9:00AM to 3:00PM, Monday through Friday. In-person bidding is necessary to ensure that upset bidders are placing bids that are both accurate and timely. Upset bids will not be accepted by mail.
CHILD SUPPORT ENFORCEMENT COURT (Courtroom 8110)	<ul style="list-style-type: none"> • All actions for establishment or modification of child support brought by or through Mecklenburg County Child Support Enforcement shall be presumptively scheduled for a remote hearing. • CSE Contempt matters may be scheduled for in-person hearings on the 1st and 2nd Thursdays of the month and for the morning session on the 3rd and 4th Thursdays of the month. Modification and

	Establishment cases which cannot be held remotely may be scheduled for in-person hearings during the afternoon sessions on the 3 rd and 4 th Thursdays of each month.
CIVIL DISTRICT COURT- GENERAL (Courtrooms 6330 and 6350)	<ul style="list-style-type: none"> • All actions, excluding those in which the right of a contemnor to confront witnesses or be present is implicated, shall be presumptively scheduled for a remote hearing. • All summary ejectment appeals will be scheduled for remote hearing using the Webex platform. Litigants will receive individual invitations for a time-specific hearing. • 50C return hearings will be presumptively scheduled for remote hearing on the Webex platform using the following link: https://nccourtrs.webex.com/meet/meckcr6330.sh
CIVIL SUPERIOR COURT (Courtroom 6310 and 6130)	<ul style="list-style-type: none"> • Courtroom 6310 (civil motions) will operate Monday through Thursday via remote hearings, unless an exemption is granted. • Jury trials will resume the week of March 15, 2021.
TRAFFIC COURT & MISD. PROBATION VIOLATIONS (Courtroom 1130 and 4170)	<ul style="list-style-type: none"> • All traffic court proceedings are suspended for a period of 30 days <i>except</i> those that are scheduled for remote hearing in courtroom 4170. • Misdemeanor probation violations will be scheduled every other Tuesday beginning March 23rd. Cases will be scheduled by probation officer for blocks of time.
CRIMINAL DISTRICT COURT (Courtrooms 4170 and 4310)	<ul style="list-style-type: none"> • All traffic court proceedings are suspended for a period of 30 days <i>except</i> those that are scheduled for remote hearing in courtroom 4170. • Remote sessions will be scheduled at least one day per week in courtroom 4170 for represented and unrepresented persons to be arraigned or to dispose of pretrial motions with the written consent and waiver of personal appearance executed and signed by the defendant. • In-person criminal arraignments and trials will be scheduled in courtroom 4310. A limited number of cases will be scheduled in four ninety-minute blocks each day. Intimate partner violence and impaired driving offenses are designated as a high priority and will be scheduled on an alternating schedule in courtroom 4310.
First Appearance (4150)	<ul style="list-style-type: none"> • All first appearance hearings for <i>in-custody defendants</i> will be conducted remotely at 9:00AM on the Webex platform using: https://nccourts.webex.meet/MeckWebA.sh • The presiding judge will conduct the hearings in courtroom 4150. • Victims and family members may participate in the remote first appearance hearings using the MeckWebA link. • Defendants who have been released from custody prior to the scheduled First Appearance hearing do not need to appear in court or on Webex. Defense counsel will be assigned, and a court date will be communicated by mail and can be obtained by calling the Public Defender Office or the Clerk of Superior Court.
Felony Bond Hearings and Probable Cause Settings (1150)	<ul style="list-style-type: none"> • Felony bond hearings and Probable Cause Hearings will be held at 9:00AM in courtroom 1150. Defendants may waive their appearance in consultation with counsel.

CRIMINAL SUPERIOR COURT
(Courtrooms 5310, 5350 and 5370)

- Courtroom 5310 (criminal administrative court) will operate. Arraignments will be held Monday through Thursday as long as the Courts are operating in the intermediate phase. If the situation regresses, causing operations to again be reduced and reverted back to only in-custody defendants, the hearings will then be scheduled for Tuesdays and Wednesdays.
- Administrative settings for homicide cases will continue to be heard on Thursdays, in both scenarios, during the felony crime and habitual felon team weeks. Bond hearings will be scheduled for Fridays.
- Probation Probable Cause Hearings will be held Monday through Thursday, every other week, in courtroom 5350.
- Jury trials will resume the week of March 15, 2021.

RECOVERY COURT

- Recovery Courts will conduct hybrid court sessions every two weeks per the Recovery Courts calendar. Recovery Court team members may elect to participate remotely.

DOMESTIC COURT (INCLUDING DIVORCES)
(Courtrooms 6350, 8100, 8130, 8150, 8170, 8300, 8310)

- All Domestic Court hearings, except those in which the right of a contemnor to confront witnesses or be present is implicated by the proceeding, shall be presumptively scheduled for a remote hearing.
- Domestic Court matters that cannot be heard remotely may be scheduled for in-person hearings in accordance with the structure set forth below:

	Virtual	In Person	In Person	Virtual	Virtual
	M	T	W	Th	F
Week 1	(AM) Motions (staggered throughout the morning) (PM) Temporary Child Support and PSS (by Affidavit or Judge may grant hearing)	Contempts (14 staggered throughout the day)	9:00 Pretrials (always VIRTUAL) 9:30 Clean Up (always VIRTUAL) followed by Trials (in person)	Staggered Calendar Calls and Trials	Staggered Calendar Calls and Trials
Week 2	Trials	Pro Se Da (14 staggered throughout the day) (Pro Se Trials, Motions, and Contempts)	Pro Se morning (6 staggered throughout the morning) (Pro Se Trials or Motions) (No Contempts) (Attorney) Trials PM	Trials	Trials
Week 3	Trials	Trials	Trials	Trials/Virtual or in person if needed	Trials

DOMESTIC VIOLENCE COURT-CIVIL
(Courtroom 4110 and 4130R)

- Will be presumptively scheduled for hearing on the WebEx platform unless one or both parties object to a remote hearing.
- Remote hearings will be scheduled each day in four 90-minute blocks, beginning at 9:00AM, in the personal meeting room assigned to courtroom 4130. <https://nccourts.webex.meet/MeckCR4130.sh>
- The Clerk of Superior Court will schedule five return hearings in each of three 90-minute blocks of time for a total of 15 remote return hearings each day.
- The Clerk of Superior Court will maintain a cap of 15 virtual return hearing cases per day (five cases in each of the three 90-minute blocks). Cases that exceed the daily cap or which must be scheduled for in-person hearing will be set for in-person hearings in courtroom 4110.

	<p>EX-PARTE FILING AND SCHEDULING</p> <ul style="list-style-type: none"> • Safe Alliance assisted complaints seeking Ex-Parte relief will be scheduled for virtual hearing on the WebEx Platform using the personal meeting room assigned to courtroom 4130. • All virtual Ex-Parte hearings will be scheduled for hearing during a 60-minute block of time Monday through Friday beginning at 1:30pm. <p>RETURN HEARING SCHEDULING</p> <ul style="list-style-type: none"> • Return hearings will be presumptively scheduled for remote hearing. Upon the objection of one or both parties to a remote hearing, the matter will be scheduled for in-person hearing in courtroom 4110.
IVC HEARINGS	<ul style="list-style-type: none"> • Involuntary civil commitments before magistrates will be held in Courtroom 5150 Monday through Friday. • Involuntary Commitment Hearings before the district court will be conducted remotely on the Webex platform.
JURY DUTY	<ul style="list-style-type: none"> • Jurors summoned to appear after March 12, 2021 should follow their reporting time and instructions listed on their jury summons.
JUVENILE—A/N/D COURT (Courtrooms 8330, 8350, 8370, 8390)	<ul style="list-style-type: none"> • All abuse neglect and dependency hearings, except for termination of parental rights, adjudication, and disposition hearings, shall be presumptively scheduled for a remote hearing. • Matters that cannot be heard remotely may be scheduled for the designated in-person hearing day for each geo-district.
JUVENILE-DELINQUENCY COURT (Courtrooms 8330, 8350, 8370, 8390)	<ul style="list-style-type: none"> • Secure custody review hearings and first appearance hearings shall be scheduled as remote hearings and should not be continued except for good cause. • Return indictment hearings for juveniles who are detained shall be scheduled for remote hearing and return indictment hearings for out-of-custody juveniles may be scheduled remotely in the discretion of the presiding judge. • Juvenile delinquency adjudication, disposition and review hearings may be scheduled as remote hearings with the consent of the juvenile and parent(s)/guardian(s) provided on the record as a knowing and voluntary waiver of the right to be present for an in-person proceeding. • Delinquency matters may be scheduled for in-person hearings on Thursdays.
SMALL CLAIMS COURT (Courtrooms 2310, 2330, 2350 & 2370)	<ul style="list-style-type: none"> • Small claims courtrooms will operate with a cap of 20 summary ejection cases per hour. The courtrooms will hear summary ejections in the morning at 9:00AM, 10:00AM, and 11:00AM and money owed cases will be scheduled in the afternoon.
WEDDINGS	<ul style="list-style-type: none"> • Weddings will be conducted by appointment only, Monday through Friday, from 2:00PM until 4:00PM at the Mecklenburg County Courthouse. Appointments must be made via email at MecklenburgMagistrate.Weddings@nccourts.org